



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No.: 10551360 **Agency:** AGO **Division:** CP66 **Section:** NA **Revision:** 0

Agency Series No.: 066-oag-31 **Record Series Title:** SCPA Related Documents Filed in Court

Record Series Description: File contains notice from county clerks of court, per ORC 1345.09(E), notifying the office of consumer-related individual or class action cases which have been commenced in their court, a copy or summary of the complaint, and the case name and number. Might also contain notices of dismissal, completion, or other action. Used to monitor consumer protection case law.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	5 years or upon verification of dismissal or settlement, whichever is earlier.	Need to allow enough time for case to work its way through court processes to determine if case will ultimately end up in the Ohio Public Inspection File (OPIF)	Delete
Paper	until converted to electronic format		Recycle

Approvals:

Created		Date: 9/22/2010
Approved	Pari Swift, Records Officer	Date: 9/22/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 10/19/2010
Approved	Martin Meeks, State Auditor	Date: 10/20/2010
Approved	Fred Previts, State Archivist	Date: 10/28/2010

Notes:

Note Date	Note Description	User
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